



PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

SUPERVISING SPECIAL INVESTIGATOR II

DEPARTMENTAL PROMOTIONAL FOR: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST In Sacramento and Monterey Park

**WHO SHOULD
APPLY**

Competition limited to State Employees only. Applicants must have a permanent civil service appointment with the Department listed above as of the final filing date, in order to take this examination. *(See General Information, Promotional Examinations Only, for exceptions to this requirement.)*

HOW TO APPLY

Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, Sacramento, CA 95814, or mailed to California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. **Please indicate the examination title on your application. Applications received without an examination title will not be accepted and will be returned to the sender. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

**APPLICATION
DEADLINE**

FINAL FILING DATE: JULY 16, 2007

Applications (STD 678) must be **P O S T M A R K E D** no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will **not** be accepted for any reason.

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.

**REQUIRED
IDENTIFICATION**

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE \$5580 - \$6736 per month

S E E N E X T P A G E F O R A D D I T I O N A L I N F O R M A T I O N

**SUPERVISING SPECIAL INVESTIGATOR II
VI70 - 8547**

**FINAL FILING DATE: JULY 16, 2007
EXAM CODE: 7BP19**

SUPERVISING SPECIAL INVESTIGATOR II	BULLETIN RELEASE DATE: JUNE 22, 2007
	FINAL FILING DATE: JULY 16, 2007

QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that interviews will be held in AUGUST/SEPTEMBER, 2007 . Ordinarily, these are scheduled in Sacramento and Monterey Park. However, locations of interviews may be changed as conditions warrant.
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the California Department of Social Services listed above. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: It is your responsibility to make sure you meet the minimum qualifications. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.</p> <p>Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p>
MINIMUM QUALIFICATIONS	<p style="text-align: center;">Either I</p> <p>One year of experience performing the duties of a Supervising Special Investigator I in the California state service.</p> <p style="text-align: center;">Or II</p> <p>Two years of experience performing the duties of a Senior Special Investigator in the California state service.</p> <p style="text-align: center;">Or III</p> <p>Experience: Three years of experience in investigation work, at least two years of which shall have been in a supervisory capacity.</p> <p style="text-align: center;">and</p> <p>Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.</p>
SPECIAL PERSONAL CHARACTERISTICS	Willingness to work irregular hours and overtime in various locations throughout the State; tact; keenness of observation; good memory for names, faces and incidents; ability to qualify for a fiduciary bond.
POSITION DESCRIPTION	Under direction, either (1) in a major administrative area, to direct a large staff in the performance of field investigations to detect or verify suspected violations of laws, rules, or regulations; or (2) in a headquarters office, to assist the chief investigator in planning and directing a statewide investigation program, and to act for the chief in his/her absence; and to do other related work.
DISTINGUISHING CHARACTERISTICS	Employees in this class are typically the administrators of an investigation program in a major administrative area of a State department, with responsibility for coordination and review of the work of first-line supervisors.

(CONTINUED ON THE NEXT PAGE)

**EXAMINATION
INFORMATION**

This examination will consist of a qualifications appraisal interview. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%**Scope:****A. Knowledge of:**

1. Investigation techniques and procedures, and directing others in the performance of investigatory work.
2. Rules of evidence and court procedure.
3. Principles of identification, preservation and presentation of evidence.
4. Sources of information used in locating persons.
5. Laws of arrest, search and seizure, service of legal process, and the legal rights of citizens.
6. Principles and techniques of personnel management and supervision and supervising a staff of investigators.
7. Interviewing techniques.
8. Duties of Federal, State and local law enforcement agencies.
9. Interpreting and applying to specific cases the provisions of the laws, rules, or regulations enforced or administered.
10. Department's Equal Employment Opportunity Program objectives.
11. A manager's role in the Employment Opportunity Program and the processes available to meet program objectives.

B. Ability to:

1. Direct others in the performance of investigatory work.
2. Interpret and apply to specific cases the provisions of the laws, rules, or regulations enforced or administered.
3. Supervise a staff of investigators..
4. Dictate correspondence and prepare reports and speak and write effectively.
5. Establish and maintain close working relationships with persons and agencies.
6. Analyze situations accurately, think and act quickly in emergencies, and identify and take corrective administrative action on specific problems.
7. Effectively contribute to the department's Equal Employment Opportunity objectives.

**VETERANS
PREFERENCE**

Veterans preference credit will not be granted in this examination.

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

It is the candidate's responsibility to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

(CONTINUED ON THE NEXT PAGE)

GENERAL INFORMATION (CONTINUED)

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the bulletin.

If you meet the requirements stated on the bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Department of Social Services and the State Personnel Board reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an optional oral presentation is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways:

1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

P. O. BOX 944243

SACRAMENTO, CA 94244-2430

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457 CALNET 453-5457

TTY is telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.